

**DOE Quality Council**  
**Conference Call Minutes**  
**April 16, 2009**

**1. Roll Call:**

<b>Name</b>	<b>ORG</b>	<b>On Call</b>
<b>MEMBERS</b>		
Colette Broussard	HS-20	√
Gary Staffo	EE	√
Kriss Grisham	EM	
Rick DuBose	FE	
Timothy Fox	HS-1.2	
Duli Agarwal	HS-20	√
Vijendra Kothari	LM	
Joy Mroz	LM	
Laurie Morman	MA	
Sam Johnson	NA	
Tom Williams	NA	√
Thanhtran Van Ober	NA	√
Carl Sykes	NE	√
Michael Ulshafer	RW	
Matt Cole	SC	√
Caroline Polanish	BSO	√
Ava Holland	CBFO	
Robert L Blyth	ID	
Anita B. Leivo	LASO	
Pat Carier	ORP	√
Al Hawkins	RL	
William Rowland	SRO	√
John Adachi	SC-CH	√
Mary Haughey	HS-23	√
<b>Interested Parties</b>		
Jeff Shoulta	KCSO	√
Bud Danielson	CTA	√
Don Nichols	NA	
Craig Hansen	NA	
Anton Tran	NA	
Ed Schmidt	NA	
San Horton	DNFSB Rep.	√

<b>Name</b>	<b>ORG</b>	<b>On Call</b>
Eric Rozek	DNFSB Rep.	√
Andy Lawrence	HS-20	
Larry Stirling	HS-20	
Andy Wallo	HS-20	
Subir Sen	HS-23	
Lisa Treichel	HS-23	
Sonya Barnette	HS-23	√
Steve Chalk	RL	√
Bruce White	IM	
Debra Sparkman	CTA	√
Rosalie Brown	SC	
Sam Vega	ORP	
Chuck Lewis	HS-31	
George Detsis	HS-31	
Althea Vanzego	IM	
Lindsey Veas	FE	√
Nate Harvey	FE	
Julie Gallego	FE	
Jeff Christiaansen	FE	
Mike Taylor	FE	
Steve Geiger	FE	
Fred Hartsock	FE	
Robert Reuther	FE	
Louis Capitanio	FE	
Terry Montgomery	NA	
Paul Gibson	NA	√
Terry Dunn	NA	√
Donna Riddle	LM	
Clarence Mabry	SR	

2/3 quorum not met.

## **2. Safety or Quality Share:**

Colette Broussard shared an experience that occurred while she was exiting a parking garage. Her view was hindered due to concrete walls to her right. As she was attempting to exit the garage, she noticed a pedestrian to her left (Look left then Right). As she prepared to leave the garage, the pedestrian motioned to her to stop because there was another pedestrian on the right side that she did not see! She stopped to allow both pedestrians to cross unharmed. When exiting areas with an obstructed view, it is important to check for pedestrians in all directions before moving.

### **3. Review and Approval of February 19, 2009 and March 19, 2009 Minutes:**

Members submitted a few clarifications for the March 19, 2009 minutes. These minutes have been revised. Since there was not a quorum at this meeting, both minutes still need a vote to approve them.

**ACTION:** Approval for both the February 19, 2009 and March 19, 2009 meeting minutes will be requested via email (Colette Broussard).

### **4. Energy Facility Contractors Group (EFCOG):**

Mike Mason and Norm Barker provided a brief report on the activities that EFCOG has been working on in 2008 and 2009. See Attachment 1 for a list of the accomplishments. EFCOG works closely with EM and NNSA on several tasks including the activities of the EM Corporate Board and the NNSA QA improvement task (i.e., revising the NNSA QAP). The EFCOG QA Subgroup will begin to be engaged in Council activities and are available to provide resources for Council actions. The Council will, in turn, help to guide as well as review the EFCOG QA Subgroup tasks for DOE use.

**ACTION:** Colette Broussard will keep the Council members apprised of EFCOG meeting dates and agendas, as well as tasks the QA Subgroup is working on.

### **5. Task Planning Documents (TPD) Status:**

- A. Survey on Quality Assurance Implementation TPD – Mary Haughey reported that the TPD schedule of deliverables has been revised. Carl Sykes requested that his name be removed from the TPD team that will work on the survey TPD. Mary Haughey has removed his name from the final version of the survey TPD. The revised survey TPD will be distributed via email for approval.
- B. DOE QA Order Requirement Training TPD – The attempt to approve the training TPD via email was not successful. There was a brief discussion about the intended audience of the training. It was unclear that the training was to target those organizations who did not know that they needed a QAP (e.g., Staff and Support Offices). Although approval was not obtained via email, a few comments were received on the clarifying the intended audience for the training. Based on these comments and other input received, the Training TPD will be revised. The revised training TPD will be distributed via email for approval at a future date.
- C. Quality Assurance Incorporation with Integrated Safety Management TPD - Matt Cole stated that the TPD team will meet to finalize the TPD. After the TPD team

reviews and concurs on the final version of the TPD, it will be ready to share with the Council members.

- D. Application of NQA-1 Part II TPD– Thanhtran Van Ober stated that Sam Johnson and Anita Leivo are working with the team to develop the final version of the TPD. The latest version is with the TPD team for final review and comment. Comments are expected by April 27, 2009. After all comments are addressed, the TPD will be ready to share with the Council members.

**ACTION:** The DOE QA Order Requirement Training TPD will be revised. The 2009 Survey on Quality Assurance Implementation TPD is ready to be voted on. Colette Broussard will distribute them to Council members for their review and agreement of the TPD content.

**Note:** All TPDs must be approved per the approval process defined in the charter. All TPDs should be submitted to Colette Broussard and Bob Blyth.

## **6. DOE O 414.X Status:**

The current version of DOE O 414.1X has addressed all comments received from Council members. Some of the comments received were not accepted and the comment resolution matrix, which will be shared with all Council members, provides reasons why the 414 Team decided to reject the comment. A small group of the 414 Team met and decided on what and where the “meshing” language (i.e., the integration language with ISM and oversight) should be in the draft version of the Order. In addition, language was developed to address the situation when DOE O 414.1X applies to some activities at a site, but that site is regulated by another agency (i.e., NRC or EPA). Another small group of the 414 Team met and developed that proposed language that will be incorporated into the latest version of the draft Order. On April 22, 2009, the 414 Team will meet to go over the proposed “meshing” language and the resolution of comments. After this meeting with the 414 Team, Colette Broussard will share this information with the Council members.

The 414 Team anticipates that the document will be ready for the official peer review by the week of May 4. The peer review is expected to take 2-3 weeks. The 414 Team does not need to formally respond to these comments prior to the Red Team review. The Red Team review will be comprised of a group of subject matter experts that will also be looking at the ISM and oversight documents for synergy. The Leadership Management Team will be the next review. The document is expected to be in RevCom by the July/August timeframe with a November 2009 expected release date.

**Update:** The latest version of DOE O 414.1X and the comment resolution matrix for all comments received from the Council members were distributed on May 6, 2009.

## **7. Participation at ISM Champions Meeting:**

The ISM Champions meeting will be in Knoxville, TN on August 24-27, 2009. Any Council members that would like to participate in developing presentations for this meeting should contact Colette Broussard. There will be a meeting June 2, 2009 to draft the presentations.

**Note:** Due to a scheduling conflict, this pre-meeting that was originally scheduled for June 9 & 10 or June 15& 16 will now be June 2, 2009 in Germantown, MD.

**Update:** The abstracts for presentations at the Champions' meeting are due May 29. If you wish to give a presentation on behalf of the Quality Council, please contact Colette Broussard or Gary Staffo ASAP (but no later than May 13) so we can ensure abstracts are submitted in a timely manner.

The QA track session will need approximately 4-5 presentations. Colette Broussard will be working with EFCOG to help identify topics to present. The next ISM Champions call, Tuesday, April 28, 2009 from 1:00 – 2:00 pm, will provide more information on topics.

The QA track will be co-chaired by Gary Staffo and Colette Broussard. Sonya Barnette, Rick DuBose, Tom Williams, John Adachi and Gary Staffo have indicated that they are planning to attend the August meeting.

**ACTION:** Council members should email Colette Broussard by May 18 their intent to attend a meeting on June 2, 2009 to develop the presentations.

**ACTION:** If anyone is interested in presenting at the ISM Champions meeting, notify Colette Broussard via email by May 13, 2009. Council members should also email Colette Broussard any potential ideas for presentations by May 13, 2009.

Information pertaining to the ISM Champions workshop can be found at:

<http://ism.y12.doe.gov/>

## **8. Member Input or Agenda Items:**

The agenda for the next conference call will include the status of the TPDs, Status of 414.1X, ISM Champions workshop presentations by the Council, and follow-up to IDQTF.

**ACTION:** Other agenda ideas should be forwarded to Colette Broussard by May 6.

**10. Next Conference Call:**

The next Quality Council conference call will be May 21, 2009 from 11:00 am – 12:30 pm. A conference call number will be provided.

# ATTACHMENT 1

EFCOG WORKING GROUP ACCOMPLISHMENTS		
	FY 2008 Accomplishments	FY 2009 Plan
Infrastructure Management (IMWG)	<ul style="list-style-type: none"> <li>Developed white papers on sustainment models</li> <li>Partnered with DOE on support of implementation of DOE Order 433, "Maintenance Management Program for DOE Nuclear Facilities"</li> <li>Prepared white paper on incorporating human performance indicators (HPI) into work control corrective actions</li> </ul>	<ul style="list-style-type: none"> <li>Support DOE HQ in addressing challenges outlined in September 2008 Final Report of the Defense Science Board Task Force on Nuclear Defense Skills</li> </ul>
Integrated Safety Management & Quality Assurance (ISMA/QAWG)	<p>ISM Initiative (leadership in addressing and integrating DOE top ISM issues)</p> <ul style="list-style-type: none"> <li>Prepared safety culture criteria white paper</li> <li>Developed a suite of human performance indicators (HPI) implementation tools (HPI Steering Committee approach)               <ul style="list-style-type: none"> <li>Training development and implementation</li> <li>Self-assessment (gap analysis)</li> <li>Risk cause and event investigation/causal analysis</li> <li>Safety culture</li> <li>Work control process/work planning</li> </ul> </li> </ul> <p>QA Initiative (improving effectiveness and consistency of QA Program implementation)</p> <ul style="list-style-type: none"> <li>Conducted general QA tasks               <ul style="list-style-type: none"> <li>Support to DOE HQ EM Corporate QA Board on top 5 EM QA issues flow-down of QA requirements                   <ul style="list-style-type: none"> <li>Graded approaches to QA application</li> <li>Nuclear Quality Assurance (NQA) -1 supplier availability and evaluations</li> <li>Commercial grade dedication process</li> <li>Line management understanding of QA and oversight</li> </ul> </li> <li>Support to EM NQA -1 audits</li> <li>Completion of DOE Order 413.3.2, "QA Guide for Project Management"</li> <li>Review of DOE Order 414.1C, "Software Quality Assurance" requirements and integration with integrated safety management and oversight/contractor assurance systems</li> <li>Best practices on construction QA/QC</li> </ul> </li> <li>Conducted Quality Engineering tasks               <ul style="list-style-type: none"> <li>Commercial grade dedication</li> <li>Development of suspect/counterfeit item guidance document for complex-wide use</li> <li>Maintenance hold and witness point selection criteria</li> <li>The role and responsibilities of a Quality Engineer</li> <li>Non-safety boundaries of software QA</li> </ul> </li> <li>Addressed policy and program requirements               <ul style="list-style-type: none"> <li>Relevance and application of the NQA -1, Part 2 standard</li> <li>Developing a list of metrics comparing various national standards and DOE Orders</li> <li>Complex-wide consistency in the application of quality and procurement classifications</li> </ul> </li> </ul> <p>Feedback and Improvement Initiative (Re-evaluation, re-invigoration, and integration of improvement processes)</p> <ul style="list-style-type: none"> <li>Focused on the HSS complex wide lessons learned system awareness</li> <li>Addressed QA/ISM assessment integration</li> </ul>	<p>ISM Initiative (leadership in addressing and integrating DOE top ISM issues)</p> <ul style="list-style-type: none"> <li>Continue to develop a Suite of HPI implementation tools (HPI Steering Committee approach)               <ul style="list-style-type: none"> <li>Safety culture related aspects of HPI deliverable</li> <li>Work control process deliverable</li> <li>Engineering error reduction</li> <li>Procedures</li> <li>Event prevention (HPI) indicators</li> </ul> </li> </ul> <p>QA Initiative (improving effectiveness and consistency of QA Program implementation)</p> <ul style="list-style-type: none"> <li>Continue to perform general QA tasks               <ul style="list-style-type: none"> <li>Support to DOE-HQ Environmental Management Corporate QA Board on Top 5 EM QA issues – and the flow-down of QA requirements                   <ul style="list-style-type: none"> <li>Graded approaches to QA application</li> <li>NQA-1 supplier availability and evaluations</li> <li>Commercial grade dedication process</li> <li>Line management understanding of QA and oversight</li> </ul> </li> <li>Support to EM NQA -1 audits</li> <li>Review of DOE Order 414.1C requirements and interface with integrated safety management and oversight/contractor assurance systems</li> <li>Best practices on construction QA/QC</li> </ul> </li> <li>Continue to conduct Quality Engineering tasks               <ul style="list-style-type: none"> <li>Commercial grade dedication</li> <li>Maintenance hold and witness point selection criteria</li> <li>The role and responsibilities of a Quality Engineer</li> <li>Non-safety boundaries of software QA</li> </ul> </li> <li>Continue to address policy and program requirements               <ul style="list-style-type: none"> <li>Developing a list of metrics comparing various national standards and DOE Orders</li> <li>Complex-wide consistency in the application of quality and procurement classifications</li> </ul> </li> </ul> <p>Feedback and Improvement Initiative (Re-evaluation, re-invigoration, and integration of improvement processes)</p> <ul style="list-style-type: none"> <li>Continue to support HSS complex-wide lessons learned system awareness</li> <li>Continue to address QA/ISM assessment integration</li> <li>Continue the ORPS Task Group effort on development of a generic training module to make available to contractors</li> <li>Continue to re-invigorate the EFCOG Best Practices Program</li> </ul>